August 27, 2019 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on August 27, 2019, at the airport site with Vice Chairman Jared Amato presiding. The following Commissioners in attendance were Rydell Malancon, Cynthia Stafford , Roger Keese, and Jeff Gaudin. Cody Martin (Legal), Patrick McGee (Operations) and Chanse Watson (Airport Manager) were also in attendance.
2. Vice Chairman Amato has no opening comments.
3. A motion by Commissioner Gaudin and second by Commissioner Stafford to approve the meeting minutes from August 27, 2019 as presented; motion carried unanimously.
4. A motion by Commissioner Landry and second by Commissioner Malancon to approve the minutes from the August 15, 2019 Special Meeting.
5. There were public comments.
6. There were no presentations.
7. Mr. Chanse Watson presented the Finance Report:
8. Professional Fees – increase was due to the audit and we had already cut a check for $10,000 for the Auditor and we still have a remaining balance. It was also stated that this is a 3 year contract and we have 1 year remaining. Next year will be single audit and could increase the amount.
9. AWOS – we also had an increase for AWOS system due to normal payment is by the month, so to prevent having to cut a check each month we paid a year in advance.
10. Annual Audit – Commissioner Stafford questioned the Audit and if we had an exit interview date schedule yet. At this time no exit interview.
11. Utilities – the Utilities are higher than normal due to paying 2 bills in the same month. . Commissioner Keese question about the generator issue that arouse during the previous meeting, Mr Watson stated that the contractor is aware of the issue and will be taken care of soon.
12. Monthly ACH – we are trying to encourage all tenants to go ACH to save them not having to pay the CC fee. Mr. Watson spoke about UCB CC and that the largest part of that is the IPAD’s, warranty, and covers for them.
13. Motion by Commissioner Keese and second by Commissioner Stafford to approve the Finance Report.
14. Mr. Chanse Watson presented the Engineering Report:
15. Planning – CIP planning underway for FY2020; a preliminary draft was submitted to DOTD. Final draft is due November 1, 2019.
16. Master Plan – Both Committees have met.We have been working with Kutchins & Groh and have developed the committees for the Master Plan have been developed with first meeting upcoming in the few weeks.
17. Bidding and Award: Runway/Taxiway Overlay – Barriere Construction Co., LLC was the lowest bidder for the Runway & Taxiway Overlay project. We are currently waiting for funding from FAA and DOTD; paperwork has been submitted. Once Grant is received we will sign and send back.
18. Bidding and Award: 16 Unit T-Hangar – MA Wilson Construction and Consulting, LLC was the lowest bidder for the 16 Unit T-Hangar Project. PEC does recommend award to the lowest bidder – MA Wilson Construction and Consulting, LLC – pending grant offer from DOTD (100%), which is on the agenda.
19. Construction: South Apron Expansion – All items are complete up to paving. We have 20 days left on the extension. Jeff (PEC) has informed Hendricks they need to do whatever it takes to get the water off whether by digging trenches or another option. Documented concerns on whether they are doing everything possible.PEC suggested to the contractor to install weep holes in the trench drain due to ponding against the drain. Commission agrees that the tasks need to be completed the correct way but the primary concern is not to seal the subgrade with asphalt if the subgrade is still saturated. Commissioner requested we keep track of the days they are here.
20. Mr. Cody Martin (Legal) presented the legal report:
21. Still reviewing Mr. Lalumandier’s revised draft lease but requested a copy of the original lease. May have to file for Arbitration for lease report. Try convince him so we don’t have to go to court. Trying to get in touch with his Attorney.
22. Mr. Watson presented the Operations Report and AMR:
23. Transition with Patrick McGee the Interim Airport Manager at this time.
24. Have completely digitized the Operations Manual that was done by his fiancé (Beth) all 118 pages.
25. Shell CC has been discontinued and now using the propriety card will be used and we will no longer receive a bill for the Shell CC.
26. Lease renewals are ongoing.
27. We did receive word from the state on our maintenance reimbursement request should receive slightly over $10,000. Some airports did not submit so it is normally around $8,000.
28. Currently evaluating all 3 accounts for Pat so he has a better understanding of all.
29. Had a discussion with the FAA about the pond. We will have to force the Parish for zoning ordinances to order control. Mr. Sutton has not come to the airport with any plans. Have tasked Jeff Sumner to check further into it. Commissioner Stafford will speak with Lance on the zoning and partitions.
30. We are looking into Military contracts and other contract fuel and will speak to others during LAMA conference.
31. Motion by Commissioner Gaudin and second by Commissioner Stafford on the Gonzales Weekly Citizen.
32. Motion by Commissioner Keese and second by Commissioner Malancon to execute any and all documentation under the existing authority of the Chairman.
33. Discussion concerning derelict aircraft. Cody suggested if they are not paying they receive an Eviction notice. Only 1 is not paying, 1 working with BRCC to take, and the other 2 we are trying to work with to get them off the ramp.
34. Mr. Patrick McGee (Interim Airport Manager) presented his transition paper:
35. Commissioner Gaudin and Chairman Webre discussed prior to meeting the possibility of others interested but Pat has a better opportunity as Airport Manager as working the position.
36. I discussed my transition paper. Reviewed all aspects of the job including items that are more difficult and need a better understanding. LAMA Conference and FAA will help me to get a better understanding of the different aspects.
37. Mr. Watson stated Pat needs to concentrate on the bills, payroll, and revenues. Will be meeting with Donna on Thursday to go over delegation of duties.
38. Commissioner Stafford thinks it’s a good ideal for Pat to go to the LAMA conference and network with others at DOTD.
39. I have met with Jeff Sumner (PEC) on the different projects.
40. Need to look at adding a 3rd fulltime position since we will be short with me as the Interim Airport Manager.
41. Madison is going fulltime to give Kelsey the help through the week.
42. Insurance will go down in November due to Madison being added and being younger.
43. I also spoke on the task list while we are shutdown during the Overlay project.

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Richard Webre, Chairman Cynthia Stafford, Secretary